

Homeowners Guidelines & Application Form for Exterior Work

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San Mateo Woods Homeowners Association
San Mateo, California

Architectural Committee

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I INTRODUCTION

In accordance with certain Articles and Sections of the CC&R of San Mateo Woods Townhomes (Association), homeowners (Owner) who plan to do any exterior repair or improvements to their homes are required to submit an Application Form (Form) to the Architectural Committee (AC) for approval if the work involves any one of the areas listed below.

- Garage door
- Front or Utility door
- Rear fence and deck
- Windows and doors
- Satellite dishes
- Entrance walkway and stair
- Privacy wall and patio
- Termite abatement and restoration
- Awning
- Central air-conditioning unit

Section III – Architectural Guidelines (Guidelines) provides information relative to the scope for each area. The Guidelines were established by the AC and adopted by the Board. The Guidelines also contains a sub-section on non-compliant or unauthorized work.

II PROCEDURE

- Identify the area
- Determine the scope
- Submit for Architectural Committee approval (See Section IV for Instructions and Form)
- Commence the work
- Inspection of work by AC

III GUIDELINES

- Garage Door

| | |
|-------------|--|
| Type: | Uplifting or sectional with or without motor No vision panels or moldings |
| Color: | Door and frame must be painted to match the house Contact AC or Management office for specification |
| Submittals: | Manufacturer’s brochure including mail slot Paint chip |

III GUIDELINES – continued

- Front Door

Type: Doors that fit within the existing frame
Color: Painted to match existing
Submittals: Manufacturer’s brochure
Paint chip

- Windows and Patio Doors

Type: Wood; plastic or metal that fits into existing openings
No mullions or grids
Glass: Clear plate (Stained glass inserts are allowed next to front door)
Frame Color: Almond or dark brown
Submittals: Manufacturer’s brochure
Color sample

- Deck – Fence – Trellis

Type: Open post & beam for fence only - no exceptions
Permanent structure or solid roofs are not allowed over the deck
Use canvas or mesh screen for overhead sun shades
Color: Fence and trellis must be painted to match the house
Submittals: Attach plans and detailed drawings indicating affected areas
Spacing for fencing; post and gate must be the same as original
Manufacturer’s brochure if wall light fixture is being replaced
Paint chip(s)

- Entrance Walkway – Stair – Privacy Walls – Patios

Type: Stair and Privacy wall to be restored as original
Walkway and patio as proposed
Color: Stair and Privacy wall: Painted
Walkway and Patio: Neutral or earth tone
Submittals: Paint chip
Attach drawing indicating area affected for walkway
Sample of proposed walkway and/or patio material
Manufacturer’s brochure if light fixture is replaced

- Utility Door

Type: Saw cut textured and vented single leaf
Color: Painted to match building
Submittals: Paint chip

III GUIDELINES – continued

- Awnings

Type: Fabric awnings are allowed over rear windows and patio doors for severe sun exposures

Color: Soft neutral or earth tone

Submittals: Plan showing affected areas
Drawing or picture depicting the style being proposed
Sample of proposed fabric

Note: Approval is conditional that the homeowner will maintain the installation in a clean and wholesome manner

- Lighted House Numbers

The lighted numbers were installed in compliance with certain city ordinances. Replacing or removing by the owner is not allowed. Report any problems to the management office.

- Satellite Dishes

Type: Professionally installed dishes to receive television; broadband and telephone signals
Location of the dish must be within the property line of your home
Unless advised further, areas of the roof and chimney are off limits due to roof warranty restraints
Color of exterior cabling must match or be painted to match your house

Submittals: Plan depicting location of dish being proposed
Copy of order confirmation

Note: Contact the management office or AC for further and up-to-date information on this topic

- Air-conditioning Unit

Type: Central or split system that can be integrated into the ductwork of your existing forced air heating system. Window units will not be approved

Color: Cabinet and related piping shall be or painted to match the house

Submittals: Plan showing location of evaporative compressor (heat exchanger) which must be within the boundaries of your home. In most cases, the rear deck or court yard is the logical choice which allows easy access for repairs and maintenance.
Manufacturer's brochure
Quiet level of 5 of 7 or better
Paint chip

III GUIDELINES – continued

- Termite abatement and related restoration

Notify management office or AC and identify the location of termite or other type of abatement work involving the exterior of you home
Submit scope of proposed restoration as described above

- Unauthorized or Non-Compliant Work: - CC&R Section: 6.08 (f 1-5)
 1. AC must notify homeowner with a 60 day period of work being done & specify particulars of noncompliance
 2. Changes are to be made by homeowner within 30 days of noncompliance notification
 3. If homeowner fails to comply with 30 days, the AC shall notify the Homeowner's Association who will then set a hearing date before the Board (a 10 day notice is required)
 4. If the Board determines that a noncompliance exists, the Board then gives the homeowner an additional 45 days to comply
 5. If the owner does not comply, the Homeowners Assoc. may remedy the noncompliance & be reimbursed by the homeowner
 6. If the reimbursement is not paid, the Board shall levy a reimbursement assessment against the homeowner (Section 8:30)
 7. If for any reason the AC fails to notify the owner of any noncompliance within 60 days of the completion of work, the improvement shall be deemed to be in compliance

IV APPLICATION FORM FOR ARCHITECTURAL COMMITTEE APPROVAL (Form on next page)

Submit completed forms to the Chairperson of the Architectural Committee in duplicates. Approval from the AC does not relieve the owner from complying the proposed work with prevailing codes and regulations as well as from securing of all pertinent permits or licenses required by any governmental agencies having jurisdiction.

Processing time for AC review/approval is normally one (1) week

CLEARVIEW TOWNHOMES ASSOCIATION
Application Form for Architectural Committee Approval

Date: _____

Name of Owner: _____

Street & Number: _____

Telephone Number: _____ E-mail: _____

Type of Work Intended: Repair/Restoration _____ Improvement _____

Brief description of Work:

| Submittals Attached: | Yes | No |
|---|-------|-------|
| 1. Plot plan or diagram of location of work | _____ | _____ |
| 2. Floor plans attached | _____ | _____ |
| 3. Drawings showing elevations and details | _____ | _____ |
| 4. Color paint chips | _____ | _____ |
| 5. Schedule of work | _____ | _____ |

Name: _____ Date: _____

Street & Number: _____

The undersigned Owner/Applicant understands that if the application is approved:

- A. He will satisfy all conditions and diligently proceed with the commencement and completion of the improvements in a timely manner and that the approval may be revoked by the AC if he fails to do so.
- B. A copy of the approval will be displayed prominently on site when work commences and the work, once started, will be completed within one (1) year.
- C. When the approved work is substantially complete or near completion, the owner will request the AC in writing for an inspection that the completed work was as approved.
- D. If major deviations/additions were found during the inspection, the work will be declared Non-Compliant. The owner will be advised either to resubmit the application or the AC may invoke CC&R Section: 6.08(f 1-5).
- E. The approval by the AC does not relieve the owner from securing, if any, pertinent permits or licenses required by respective authorities having jurisdiction over the work.

Signed: _____ Date: _____

Owner

This page for use by AC only

Name: _____ Date: _____

Street & Number: _____

This is to inform that your application has been reviewed by members of the Architectural Committee and the Committee:

Approved _____ Did not approve _____

Your application, having determined that:

1. _____ It was complete.
2. _____ The submittals were incomplete.
3. _____ The proposed improvement will _____ will not _____ be compatible as to the quality of workmanship and materials, harmony of external design with existing structures, and as to location with respect to topography and finished grade elevations.
4. Other: _____

Signed: Clearview Townhomes, Architectural Committee

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____